




Home Page

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The home page of the VIIS Web site opens after you have provided a valid organization code, username, and password. The home page of VIIS is divided into several sections. It may be necessary to use the vertical scroll bar to the right of the VIIS screen to view all sections of the home page.



VIIS
Virginia Immunization Information System
SE Region 1.0

home manage access/account forms related links logout help desk

organization IR Physicians • user Denise Olson • role IR Developer

exceptions:

NEW 03/02/2006 ~ [PortalBaseAction.execute](#)
NEW 03/02/2006 ~ [PortalBaseAction.execute](#)
NEW 02/28/2006 ~ [security_db.getUserRecord](#)
[more exceptions](#)

announcements:

Currently, there are no announcements.

release notes:

Currently, there are no release notes.

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System Monitoring
manage exceptions
check report status
show users

Data Exchange
exchange data
check status
manage data exchange
vital data exchange
job monitor
view tdglite log
view tdg log
submit hmo data
submit hmo query
copy exchange data
copy hmo data
copy vital data
organizational extract

Maintenance
manage schools
manage physicians
manage sites
manage clinicians

Inventory
manage inventory
manage orders
manage transfers
shipping documents
transaction summary
vaccine usage
manual orders

Immunizations
manage immunizations

Clients
manage client
enter new client

Menu Bar

At the top of the screen toward the right side, you have several menu options. These menu options will appear on every screen within VIIS. The options available are the following:

1. Home: Clicking this menu option will return you to the VIIS home page from anywhere in the registry.
2. Manage Access/Account: Clicking this menu option will bring you to the post-login page, where you may switch organizations, manage your account, or manage access to other accounts. Refer to the Managing Users and Organizations and Managing My Account chapters of this manual for more information on these functions.

3. Logout: Clicking on this menu option will log you out of your current VIIS session and return you to the Login screen. You may logout from any screen within VIIS
4. Help Desk: Clicking on the Help Desk menu option will give you a screen with contact information for the VIIS Help Desk.
5. Online Help: Clicking on the light bulb in the right corner of the screen brings up page-specific help. Refer to the Appendix of this manual for more information on online help.

Directly below the menu bar is a row of information highlighted in a different color. This row contains your organization's name, your first and last name, and your role within the organization. If any of this information is incorrect, contact your organization administrator.

Menu Panel

The menu panel is color-shaded and appears on the left of all screens within VIIS.

Menu Selections

The menu panel contains links — options that, when clicked, take you to the functions of the VIIS Web site. These links, which include functions under Reports, Immunizations, Clients, Maintenance, and others, are used to navigate the VIIS Web site. Your role will determine your access to these functions.

Announcements

The right hand portion of the home page, which has a white background, contains recent information on enhancements and maintenance relating to VIIS. Recent announcements that have not been viewed will have "New" highlighted in yellow alongside them. Once you have viewed the announcement and returned to the home page, the flag will disappear. To view a full announcement, do the following:

1. Click on the underlined announcement title.
2. The VIIS Announcement screen will display, giving full details and the posting date of the selected title.
3. Click on the Return to Main Page link to return to the home page.

Release Notes

Release Notes are found under the Announcements section of the home page. This section contains information regarding new releases of VIIS and features included in the releases. Release notes may be viewed in the same manner as announcements.

Inventory Alerts

The inventory alerts section will appear on the VIIS home page for users with Administrator and Inventory Control levels of access.

The inventory alerts section of the home page consists of two tables. The top table, Active Inventory That is Going to Expire, lists vaccines at each site that will expire within 30 days. The bottom table lists, by site, inventory that is nearly depleted.